

COMMUNITY EVENTS ON MADISON STREETS

WHAT IS A STREET USE PERMIT AND WHEN IS ONE REQUIRED?

The streets in possession of the City are primarily for the use of the public in the ordinary way. However, under proper and uniform circumstances special street use may be permitted, subject to reasonable municipal regulation and control. (MGO 10.056(1)).

A Street Use Permit is the required permit that allows individuals or groups to use City streets—including sidewalks, parking spaces/lanes and State Street performance areas—for an event or activity.

A Street Use Permit is required if any of the following apply:

- The request is to close or reserve any portion of a City street for an event or activity—including requests to use sidewalks, parking lanes or spaces.
- The proposed time for the event would create more than minimal disruption or rerouting of traffic from the requested street(s).
- The event is scheduled at one of the State Street performance areas outside of the time periods allowed by an Amplification Permit.

If your event requires a Street Use Permit, proceed to “STEP 1: Planning Your Event.”

STEP 1: Planning Your Event

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STEP 1: PLANNING YOUR EVENT

When should I apply for a permit for my event?

The application, documents and non-refundable application fee must be submitted at least **30 days prior** to your event. If alcohol will be sold at the event, street use permit application materials must be submitted at least **60 days prior** to the event and separate Temporary/Picnic Beer Licenses must be submitted through the Clerk's Office.

If special event resolutions are requested for your event, then submission a minimum 60 days before the event date is required. Resolutions are needed for:

- Suspension of vending restrictions - In order to sell merchandise within the Mall/Concourse Vending Area.
- Invalidation - To invalidate City Vendors' Licenses within your event area.

Both Suspension and Invalidation are known as "Exclusive Use."

Also, consider the following:

- If your event requires a Certificate of Insurance this document must be received by the City of Madison Risk Management Office 30 days prior to the event.
- Review the Fee Schedule to estimate the costs for your event and any extra permits or equipment rental you may need.
- Check the [Madison Parks Events Calendar](#) to see if your preferred date and location are available.

Get Started

There are many steps to planning a successful event in the City of Madison. It is vital that you read every one of these steps and complete the forms that apply to your event. If you miss one, your permit application may be delayed or denied. This website will take you, step by step, through all of the necessary requirements.

STEP 1:	Planning your Event
STEP 2:	Application Requirements
STEP 3:	Complete a Street Event Schedule
STEP 4:	Complete a Street Event Site Map
STEP 5:	Safety and Security
STEP 6:	Cleanup and Recycling Plan
STEP 7:	Notification Requirements
STEP 8:	Insurance for your Event
STEP 9:	Bicycle Parking for your Event
STEP 10:	Marketing your Event
STEP 11:	Events with Amplification
STEP 12:	Vendors at your Event
STEP 13:	Beer/Wine Sales at your Event
STEP 14:	Budget Planning
FINAL STEP:	Street Event Application Submission and Follow-Up

NEXT: STEP 2: Application Requirements

PREVIOUS: What is a Street Use Permit and when is one required?

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STEP 2: APPLICATION REQUIREMENTS

Before you submit an application, make sure that you complete the following as they pertain to your event:

- Street Event Schedule
- Street Event Site Map
- Emergency Action Plan
- Street Event Cleanup and Recycling Plan
- Street Use Permit Application
- Application Fee

Follow each step for preparing your application by clicking through the “Next” categories at the bottom of each page.

Application Fees (Non-Refundable)

All applications must be submitted with a non-refundable application fee, including applications for charitable events and events hosted by non-profit organizations.

Fees are:

- Neighborhood Block Party, \$50 (NT)
- One Time/One Day Event, \$100 (NT)
- One Time/Two or More Day Event, \$200 (NT)
- Series Event, \$300 (NT)
- Cash/Bond Deposit Capitol Square Events, \$3,000 (NT)

Past Deadline Application Fees

- Street Use Event Permit less than 30 days before event, \$250 (NT)
- Street Use Event Permit with Beer/Wine Sales Permit less than 60 days, \$250 (NT)
- Street Use Events with Special Event Resolution(s) less than 60 days before event, \$250 (NT)

Form: Street Use Permit Application Checklist

NEXT: STEP 3: Complete a Street Event Schedule

PREVIOUS: STEP 1: Planning Your Event

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STEP 3: COMPLETE A STREET EVENT SCHEDULE

- The schedule begins when event setup starts, including setup on sidewalks, terraces or parking and ends when the street is re-opened for normal use.
- The schedule should encompass all activities planned for the event, such as:
 - » Vending: food, beverages and/or merchandise
 - » Music/Performances
 - » Displays, Exhibits, Demonstrations
 - » A moving event such as a rally, parade, etc.

Form: Street Event Schedule

NEXT: STEP 4: Complete a Street Event Site Map

PREVIOUS: STEP 2: Application Requirements

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STEP 4: COMPLETE A STREET EVENT SITE MAP

To ensure proper review of the event, please attach a Street Event Site Map and a detailed route map (if applicable). Include the following location information if application to your event:

- Tents
- Stages
- Fencing
- Vendors
- Portable Toilets
- Dumpsters
- Staging Areas

A detailed route map is required if the street closure is for a run, walk, parade or other moving activity.

- A helpful online resource for route mapping is [Map My Run](#).

Remember to include:

- Emergency vehicle access lanes (minimum of 20').
- Accessible paths for wheelchairs as well as disabled parking spaces.

Form: Street Event Site Map

NEXT: STEP 5: Safety and Security

PREVIOUS: STEP 3: Complete a Street Event Schedule

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STEP 5: SAFETY AND SECURITY

- Use the Emergency Action Plan below to provide information about the safety plan for your event.
- The security plan should include, but is not limited to, the hiring of private security companies and licensed professional emergency medical services; plans for crowd control; alcohol containment; securing valuables and protecting event participants.
- City of Madison Police and Fire Departments may make additional recommendations after review of the plan.
- Police and Fire Department representatives may also require Special Duty Police Officer or Fire Inspector staffing at your event.

Special Duty Police

If an event has a run/walk/parade component and/or alcohol will be served or sold, the Street Use Permit Applicant must contact the Madison Police Department to discuss possible Police requirements for the event. Contact Lt. Trevor Knight, tknight@cityofmadison.com.

District Events

For events designated as “District Events” the organizer must contact Lt. Jennifer Krueger Favour, jkruegerfavour@cityofmadison.com, (608) 266-4482, regarding Madison Police requirements for the event.

Form: Emergency Action Plan

NEXT: STEP 6: Cleanup and Recycling Plan

PREVIOUS: STEP 4: Complete a Street Event Site Map

COMMUNITY EVENTS ON MADISON STREETS

STEP 6: CLEANUP AND RECYCLING PLAN

- Include plans for collection and disposal of materials during and after event - number and location of garbage/recycling containers and dumpsters; number/schedule of volunteers/staff assigned to collection and cleanup.
- If City containers are not used, please provide the name and contact information of the collection agency providing equipment and service for the event.
- Event organizers are responsible for emptying City garbage/recycling containers within the event perimeter.
- Any group that leaves an area in a condition that requires cleanup by City crews will be charged the full cost of cleanup.
- If you need assistance with your cleanup and recycling plan, please contact the City of Madison Recycling Office, via [email](#) or at (608) 267-2626.

Form: Street Event Cleanup and Recycling Plan

NEXT: STEP 7: Notification Requirements

PREVIOUS: STEP 5: Safety and Security

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STEP 7: NOTIFICATION REQUIREMENTS

Some events may require the event organizer to contact residents, alders or businesses to notify them of the event.

Large Public Events (Outside of Mall Concourse District)

These events consist of three or more blocks, have an estimated attendance of 10,000 or more, and/or require bus detours or significant traffic rerouting. The purpose of the notification is to exchange information and receive public comment about the details of the event.

The event organizer must:

- Send a copy of the Street Use Permit Application to the alderperson(s) of the aldermanic district(s) where the street closure is requested and to the area neighborhood association within five (5) days of submitting the application. The notification shall include contact information for the Event Organizer.
- Provide written notice of the event to each occupant on the street(s) to be closed, prior to the event.
- Keep a record of all public comments and provide them at the Street Use Staff Commission meeting when the application is reviewed.
- Notify any merchants or building occupants identified by the Street Use Staff Commission. The Event Organizer shall provide the Staff Commission a copy of the written notice(s).

Alder Look-Up: [by Address or by Map](#)

[Find a Neighborhood Association](#)

State Street Mall Events

Groups or individuals requesting the use of the State Street Mall for an event with amplification during regular business hours, Monday-Friday, 8:00 a.m. - 5:00 p.m., are responsible for notifying the agencies surrounding the area of their activities. The agencies listed on the form below prefer e-mail notification. **You, the Event Organizer, must provide the agencies with the application information (e.g., date, time, activities) for your event and get a signature (electronic signatures are acceptable) from each of the listed agencies.** Return the petition with your completed Street Use Permit Application. If you have questions about the process, call (608) 266-6033.

Form: State Street Mall Signature Petition

NEXT: STEP 8: Insurance for your Event

PREVIOUS: STEP 6: Cleanup and Recycling Plan

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STEP 8: INSURANCE FOR YOUR EVENT

- The City's Risk Manager will make a determination regarding the requirement of insurance for an event or activity when the Street Use Permit Application is reviewed at the Street Use Staff Commission Meeting.
- The determination is based on the risk level of an event, which is determined by such things as the size and nature of the event, activities planned for the event, the anticipated attendance, potential for injury, beer/alcohol, and other considerations.
- If a Certificate of Insurance is required, the event organizer will submit a general liability insurance policy certificate in the amount of \$1,000,000 naming the City of Madison as Additional Insured.
- The City of Madison Risk Management Office must receive this certificate 30 days prior to the event date. This official certificate may be submitted electronically, mailed or faxed.

City Risk Manager
210 Martin Luther King, Jr. Blvd., Rm. 406
Madison, WI 53703
Phone: (608) 266-5965
Fax: (608) 267-8705
[Risk Manager Email](#)

It is recommended that applications are submitted earlier than 30 days prior to the event date if you are unsure if your event is likely to require a Certificate of Insurance.

Indemnification Clause for Permits

BY SIGNING THIS APPLICATION, THE "EVENT ORGANIZER/SPONSOR" LISTED ABOVE AGREES TO INDEMNIFY, DEFEND, AND HOLD THE CITY AND ITS OFFICERS, OFFICIALS, EMPLOYEES AND AGENTS HARMLESS AGAINST ALL CLAIMS, LIABILITY, LOSS, DAMAGE, OR EXPENSE INCURRED BY THE CITY ON ACCOUNT OF ANY INJURY TO OR DEATH OF ANY PERSON OR ANY DAMAGE TO PROPERTY CAUSED BY OR RESULTING FROM THE ACTIVITIES FOR WHICH THE PERMIT IS GRANTED.

NEXT: STEP 9: Bicycle Parking for your Event

PREVIOUS: STEP 7: Notification Requirements

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STEP 9: BICYCLE PARKING FOR YOUR EVENT

- The City of Madison recommends event organizers reserve space for bicycle parking for a minimum of 2% of the total expected crowd attendance.
- An average length of 6 feet and a width of 1-3/4 feet should be reserved for parking a single bicycle. An average of 10 bicycles will fit in 1 car parking spot.
- Bicycle parking should be visible from the main entrance to the event. If it is not possible to fit bicycle parking appropriately in your event area, consider using the parking lanes of streets immediately adjacent to the event area. In order to use the street area adjacent, you will need to include this information and request in your Street Use Application.

For more resources on bicycling in Madison and Wisconsin, visit:

- [The Bicycle Federation of Wisconsin](#)
- [Race Day Events, LLC](#)

NEXT: STEP 10: Marketing your Event

PREVIOUS: STEP 8: Insurance for your Event

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STEP 10: MARKETING YOUR EVENT

Conditional approval of an event by the Street Use Staff Commission is required before any promotion, marketing or advertising can be done for the event.

Be aware that the information from your permit application is considered public and may be used in developing event calendars by the City of Madison Parks Division.

Marketing through the Madison Parks Calendar of Events

If you want your event to be listed on City website calendars, please complete the Marketing Information form. Your event will only be included on the calendars if all permits and applications are approved 30 days in advance and your event is open to the public. If this form is not completed, the event will not be included on the calendars.

Poster Kiosks on the Capitol Square and State Street

Madison Parks maintains the enclosed kiosks on the Capitol Square and State Street. The posters are changed approximately every 2-3 weeks - depending on staff availability and maintenance duties. It is your responsibility to ensure that you have taken care of other ways to promote your event. You may drop off 12 posters, one month in advance of your event, at the Parks Division, 210 Martin Luther King, Jr. Blvd., Ste. 104.

Form: Street Event Marketing Information

NEXT: STEP 11: Vendors at your Event

PREVIOUS: STEP 9: Bicycle Parking for your Event

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STEP 11: EVENTS WITH AMPLIFICATION

Permission for amplification does not exempt a group from Madison Ordinance noise restrictions. Please be considerate of neighboring residents and businesses. When notifying the alderperson and neighborhood association (if necessary) about your event, be sure to include detailed information about any plans you have for amplified sound.

Form: [Street Event Amplification Permit Application](#)

NEXT: [STEP 12: Vendors at your Event](#)

PREVIOUS: [STEP 10: Marketing Your Event](#)

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STEP 12: VENDORS AT YOUR EVENT

If vendors will be selling food, beverages, services and/or merchandise at your event, you must have a Street Use Vending License. On the application you will need to list each of your vendors and their State of WI Tax ID # (aka State Sellers Permit #). The fee for this license is dependent on the number of vendors at your event.

- For up-to-date fees, view the [Fee Schedule](#).

If a vendor is selling food, the City of Madison also requires a Temporary Food Establishment Permit which is available from the City Clerk's Office. Public Health Madison & Dane County can provide more information on this permit and their requirements for the safe handling of food.

Forms: [Street Event Vending License Application](#)
 [Temporary Food Permit Application](#), *Public Health Madison & Dane County*

NEXT: STEP 13: Beer/Wine Sales at your Event

PREVIOUS: STEP 11: Events with Amplification

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STEP 13: BEER/WINE SALES AT YOUR EVENT

The Event Organizer must:

1. **60 Days PRIOR to your event** - complete the Temporary Class “B” Retailers License Application or a.k.a. Temporary/Picnic Beer Licenses through the Office of the City Clerk. Both parts of the application must be completed.
2. **30 days PRIOR to your event** - complete the Beer / Wine Sales Permit Application with the Street Use Permit Application.
3. Abide by all of the following regulations:
 - » One or more security guards shall be on duty at all times during the event to prevent entry of minors or intoxicated people into the area and to prevent alcohol from being carried or passed out of the area. The Madison Police Department is authorized to require additional security or special duty officers based on past experience or special concerns about the event.
 - » Each organization shall provide a reasonable number of staff and signs indicating that drinking alcoholic beverages is prohibited on city streets and public ways, and that City Ordinances prohibit carrying out open containers containing alcohol from designated areas.
 - » Organizer is responsible for ordering and paying for enough portable toilets for the event, based on attendance.
 - » **NO GLASS CONTAINERS ALLOWED ON CITY STREETS.**
 - » No person under the age of 21 shall participate in serving or delivering alcohol to patrons.
 - » At least one licensed bartender shall be present at each outdoor area during all times of operation.

Temporary Class “B” Retailers License

The following are regulations from the City Clerk’s Office. To obtain a Temporary Class “B” Retailers License, you must fill out an application from the City Clerk’s Office, 210 Martin Luther King, Jr. Blvd., Rm. 103.

Any Temporary Class “B” Retailers License application that is in conjunction with a Street Use Permit, must be submitted at least 60 days before the event date and be approved by the Alcohol License Review Committee and the Common Council. See Madison General Ordinance Sec. 38.05(9)(e)2.

May be Granted and Issued only to:

- Bona fide clubs that have been in existence for at least 6 months prior to the date of application.
- State, county, or local fair associations, or agricultural societies.
- Church, lodge, or society that has been in existence for not less than 6 month prior to the date of application.
- Posts now or hereafter established of ex-servicemen’s organizations.

Forms: [Street Event Beer/Wine Sales Permit Application](#)
[Temporary/Picnic Beer Licenses](#), Clerk’s Office

NEXT: STEP 14: Budget Planning

PREVIOUS: STEP 12: Vendors at your Event

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STEP 14: BUDGET PLANNING

The cost to have a community event on Madison streets varies. All events must pay a non-refundable application fee. Other fees and charges may apply to your event depending on the need for equipment and/or City services. Use the Fee Schedule to aid your event budget planning. Final fee assessment is done by City Staff.

Fee Schedule

Street Use Permit Application Fees - non-refundable (must be submitted with the application)

Neighborhood Block Party	\$50.00	(NT)
One Time/One Day Event	\$100.00	(NT)
One Time/Two or More Day Event	\$200.00	(NT)
Series Event	\$300.00	(NT)
Cash/Bond Deposit Capitol Square Events	\$3,000.00	(NT)

Past Deadline Application Fees

Street Use Event Permit less than 30 days before event	\$250.00	(NT)
Street Use Event Permit with Beer/Wine Sales Permit less than 60 days	\$250.00	(NT)
Special Event Resolution less than 60 days before event	\$250.00	(NT)

Street Use Vending License Fees

Special Vending Resolution(s) Needed per block requested	\$50.00	(NT)
Special Event Umbrella License Fees:		
1-25 Vendors	\$400.00	
26-100 Vendors	\$675.00	
101-300 Vendors	\$975.00	
301 or more Vendors	\$1,700.00	

Additional Event Permit Fees

P.A. Permit (Amplified Sound)	\$100.00	(NT)
Beer/Wine Sales Permit	\$700.00	(NT)
Bus Route Disruption per Route	\$100.00	(NT)
Weekend Capital Loop Detour	\$300.00	
Weekday Capital Loop Detour	\$600.00	

Equipment Fees

Trash Barrels (8 barrel minimum)	\$12.50 per barrel
Dumpster (per dumpster, per tip)	\$284.36
Electrical Adapter	\$94.50
Delivery Charges for Equipment: One-hour minimum at hourly rate (Overtime rates apply for evening and weekends)	

Street Closing Supplies from City Traffic Engineering, (608) 266-4761

Traffic Barricades, (608) 266-4767	First 8 no charge	\$5.00 each additional
Traffic Signs (i.e., Road Closed)	No Charge for first 4	\$5.00 each additional
Traffic Control Equipment Delivery and Pick up: Hourly rate for 2 workers, truck & trailer		\$155.72

Parking Meter Bags, call 2 days in advance, (608) 267-8756

For meters on streets closed with permit	\$2.00 per bag
For meters on streets that are NOT closed	\$2.00 per bag + daily revenue fee
Cardboard No Parking Signs, call (608) 267-8756	\$2.00 each

Staff Fees

Special Duty Police Officers, (608) 266-4022	2 hour minimum	Hourly Rate / Special Duty Contract
Police Officers for District Event: Actual cost of officers and/or parking enforcement at rate determined by MPD.		
Electrician, (608) 266-4767	Overtime Rates Apply for Evenings/Weekends	
Cleanup Charges: Groups who leave the street(s) in a condition that requires cleanup by City staff will be charged full cost of cleanup.		

The Fee Schedule is subject to change without notice.

Non-Taxed Item = (NT)

NEXT: FINAL STEP: Street Event Application Submission and Follow-Up

PREVIOUS: STEP 13: Beer/Wine Sales at your Event

COMMUNITY EVENTS ON MADISON STREETS

FINAL STEP: STREET EVENT APPLICATION SUBMISSION AND FOLLOW-UP

Congratulations! You have made it to the final step.

1. COMPLETE

Complete the Street Use Permit Application. Review to ensure that you have all of the appropriate documents completed and included.

Waiver Explanation

If an application is received more than 60 days before the event, the Street Use Staff Commission may wait to review the application so that all the information and details of the event are current and complete. In these cases, we request that event organizers waive the 21-day requirement for a decision on the application. If you agree to this waiver, please initial the statement as indicated on the application.

Form: Street Use Permit Application

2. SUBMIT

Submit the application, documents and fee by deadlines noted previously via email, USPS or FAX:

madisonevents@cityofmadison.com

City of Madison Parks Division
210 Martin Luther King, Jr. Blvd., Rm. 104
Madison, WI 53703
FAX: (608) 267-1162

The application, documents and fee (non-refundable application fee made payable to City Treasurer) must be submitted at least 30 days prior to your event.

- For up-to-date fees, view the Fee Schedule.

3. REVIEW

The Street Use Staff Commission meetings are every other week on Wednesdays at 10:00 a.m. in the Parks Office Conference Room, 210 Martin Luther King, Jr. Blvd., Rm. 108.

Community Event Staff will contact you if your attendance is required. If you are required to attend the Street Use meeting, you will be asked detailed information regarding your proposed event. You should be prepared to discuss and finalize the application documents at the Street Use Staff Commission Meeting.

4. APPROVAL

IF/WHEN the application is approved, a Street Use Permit will be issued to the contact person on the application. The Street Use Permit will list the date, time and location of the event, as well as any conditions for the event.

PREVIOUS: STEP 14: Budget Planning

STREET USE PERMIT APPLICATION CHECKLIST

REQUIRED STREET EVENT DOCUMENTS

Please check below to indicate that you have attached the following to the completed application:

- Street Event Schedule (Step 3)
- Street Event Site Map (Step 4)
- Emergency Action Plan (Step 5)
- Street Event Cleanup and Recycling Plan (Step 6)
- Street Use Permit Application (Final Step)
- Application Fee (Final Step)

Date(s) the alder, businesses and residents will be notified of the event:

ADDITIONAL DOCUMENTS THAT MAY BE REQUIRED

- Route Map (Step 4)
- Certificate of Insurance (Step 8)
- Street Event Marketing Information (Step 10)
- Amplification Permit Application (Step 11)
- Street Event Vending License Application (Step 12)
- Beer/Wine Sales Permit Application (Step 13)

ADDITIONAL CITY OF MADISON PERMITS

Event Organizers are responsible for obtaining all permits that the City of Madison requires for community events. Please indicate which permits you are required to have for your planned event and the date you applied for the permits.

- Temporary Restaurant Permit** - Required if food or beverages, other than prepackaged items, will be sold or served at an event. An application is available online: www.publichealthmdc.com/environmental/food/tempfood.cfm or pick up an application at the City Clerk's Office, at 210 Martin Luther King, Jr. Blvd., Rm. 103, (608) 266-4601.
Date Temporary Restaurant Permit Application Submitted: _____
- Temporary Class "B" Retailers License** - Required if your event will be selling beer/wine. An application is available online: www.cityofmadison.com/clerk/licensingliquor.cfm or pick up an application at the City Clerk's Office, 210 Martin Luther King, Jr. Blvd., Rm. 103, (608) 266-4601. Any Temporary Class "B" Retailers License application that is in conjunction with a Street Use Permit, must be submitted at least 60 days before the event date and be approved by the Alcohol License Review Committee and the Common Council. See Madison General Ordinance Sec. 38.05(9)(e)2.
Date Temporary Class "B" Retailers Permit Application Submitted: _____
- Fireworks Permit** - An application is available online: www.cityofmadison.com/fire/code/dolNeedAPermit.cfm, (608) 266-4457.
Date Fireworks Permit Application Submitted: _____
- Tents and Canopies Permit** - Required for tents in excess of 400 sq. ft. An application is available online: www.cityofmadison.com/fire/code/dolNeedAPermit.cfm, (608) 266-4457.
Date Tents and Canopies Permit Application Submitted: _____

STREET EVENT SCHEDULE

- The schedule begins when event setup starts, including setup on sidewalks, terraces or parking, and ends when the street is re-opened for normal use.
- The schedule should encompass all activities planned for the event, such as:
 - » Vending: food, beverages and/or merchandise
 - » Music/Performances
 - » Displays, Exhibits, Demonstrations
 - » A moving event such as a rally, parade, etc.

Provide Detailed Event Schedule:

STREET EVENT AMPLIFICATION PERMIT APPLICATION

Permit fee is \$100.00.

Permission for amplification does not exempt a group from Madison Ordinance noise restrictions. Please be considerate of neighboring residents and businesses. When notifying the alderperson and neighborhood association (if necessary) about your event, be sure to include detailed information about any plans you have for amplified sound.

Do you have public amplification planned for your event?
If Yes, please continue. If No, skip this form.

Yes No

EVENT INFORMATION

Name of Event: _____

Contact Person: _____

Location: _____

Date: _____

Type of Amplified Sound:

Band

DJ

Sound System

Speeches/Announcements

Karaoke

Other (please specify): _____

Hours of Amplification:

Date: _____

Time: _____

STREET EVENT SITE MAP

To ensure proper review of the event, please attach a Street Event Site Map and a detailed route map (if applicable). Include the following location information if application to your event:

- Tents
- Stages
- Fencing
- Vendors
- Portable Toilets
- Dumpsters
- Staging Areas

Remember to include:

- Emergency vehicle access lanes (minimum of 20').
- Accessible paths for wheelchairs as well as disabled parking spaces.

EVENTS INCLUDING A RUN, WALK OR PARADE

If an event has a run/walk/parade component and/or alcohol will be served or sold, the Street Use Permit Applicant must contact the Madison Police Department to discuss possible Police requirements for the event. Contact Lt. Trevor Knight, tknight@cityofmadison.com.

A detailed route map is required if the street closure is for a run, walk, parade or other moving activity.

- A helpful online resource for route mapping is [Map My Run](#).

Provide Detailed Event Site Map:

EMERGENCY ACTION PLAN (EAP)

I. GENERAL

The "EVENT NAME" will be held MONTH DAY, YEAR at GENERAL LOCATION/ADDRESS/FACILITY TITLE.

II. PURPOSE

- A. This emergency action plan predetermines actions to take before and during the "EVENT NAME" (hereinafter referred to as the event) in response to an emergency or otherwise hazardous condition. These actions will be taken by organizers, management, personnel, and attendees. These actions represent those required prior to the event in preparation for and those required during an emergency.
- B. Flexibility must be exercised when implementing this plan because of the wide variety of potential hazards that exist for this event. These hazards include, but are not limited to, Fire, Medical Emergencies, Severe Weather, or situations where Law Enforcement is required.

III. ASSUMPTIONS

The possibility of an occurrence of an emergency is present at this event. The types of emergencies possible are various and could require the response of Fire & Rescue, Emergency Medical Services, and Police.

IV. BASIC PLAN

A. Emergency Action Plan (EAP) Event Representative

1. The EAP event representative will be identified as the point of contact for all communications regarding the event. This person is identified as PRIMARY CONTACT: FIRST/LAST NAME.

B. Emergency Notification

1. In the event of an emergency, notification of the emergency will be through the use of 911. The caller should have the following information available to the 911 operator: nature of emergency, location, and contact person with callback number.
2. We will / will not have on-site EMS (ENTER CONTACT NAME & CELL PHONE NUMBER)
3. We will / will not have on-site Police or Security (ENTER CONTACT NAME & CELL PHONE NUMBER)

C. Severe Weather

1. Weather forecasts and current conditions can be monitored through the [National Weather Service's Madison Weather Forecast website](#).
2. Before the event - If severe weather is predicted prior to the event, the EAP event representative will evaluate the conditions and determine if the event will remain scheduled. The EAP event representative or his/her designee will be identified as such FIRST/LAST NAME and will be responsible to monitor the weather conditions before and during the event.
3. During the event - If severe weather occurs during the event, the EAP event representative or his/her designee FIRST/LAST NAME will make notification to those attending the event that a hazardous weather condition exists and direct them to shelter.
4. There are very limited provisions for sheltering participants in the event of severe weather.
5. This event will follow the 30-30 Rule for lightning. If lightning is observed and thunder is heard within 30 seconds, the event will be delayed until 30 minutes have passed since thunder was last heard.

D. Fire

1. If a specific hazard has been identified as an increased risk of fire at this event, event manager will work with the Fire Department to determine how to address the hazard.
2. All event staff will be instructed on the safe use of Portable Fire Extinguishers.
3. If cooking is intended, you must contact the fire department and -
 - a) Must have a valid fire extinguisher, 2A10BC

- b) Each space is allowed 1 LP tank per cooking device. All LP tanks are to be secured in an approved manner (tied, strapped, chained, etc.)
- c) No cooking shall be allowed under a tent. Cooking shall be a minimum of 20' away from tents/canopies.
- d) Cooking must be on a non-combustible surface (grease collection material generally required under cooking and food service areas)
- 4. Fire Inspectors may be required to do an inspection of your event (depends on size and nature of the event), contact the Fire Department for guidelines
- 5. All tents/canopies used for cooking shall have a FLAME SPREAD Certification attached to the tent.
- 6. Should an incident occur that requires the Fire Department, 911 will be utilized to request this resource. The caller should have the following information available to the 911 operator: nature of emergency, location, and contact person with callback number.

E. Medical Emergencies

- 1. As with any outdoor event, there is potential for injury to the participants. The types of injuries are various and include those that are heat related as well as traumatic injuries.
- 2. Event manager shall contact the Fire Department to determine if there is a need for on-site Emergency Medical Services at this event.
- 3. Should an incident occur that requires Emergency Medical Services to be called to this event, the caller will have the following information available to give to the 911 Center:
 - a) nature of emergency
 - b) precise location
 - c) contact person with callback number

F. Law Enforcement

- 1. The need for constant Law Enforcement presence at this event
 has / has not been identified. Event manager shall contact the Police Department to determine if there is a need for Law Enforcement presence at this event
- 2. Should an incident occur that requires Law Enforcement, to be called to this event, the caller will have the following information available to give to the 911 Center:
 - a) nature of emergency
 - b) precise location
 - c) contact person with callback number

G. Emergency Vehicle Access

- 1. Access for Emergency Vehicles will be maintained at all times.
- 2. 20' Fire Lanes are required to be kept open at events.
- 3. A 14' minimum height clearance requirement for anything that goes over a street or fire lane
- 4. Participants and spectators will be directed to park in approved areas and not to obstruct protective features, sidewalks or public thoroughways.
- 5. Crowd control will be managed by: NAME.
- 6. Parking for vendor and staff vehicles will be: LOCATION(S).
- 7. Parking for attendee vehicles will be: LOCATION(S).

V. CONTACT INFORMATION

Primary Contact	FIRST/LAST NAME	CELL PHONE
Secondary Contact	FIRST/LAST NAME	CELL PHONE
Emergency	Dane County 911 Center	911
Non-Emergency	Madison Fire Department	(608) 266-4420
Non-Emergency	Madison Police Department	(608) 255-2345

STREET EVENT CLEAN-UP AND RECYCLING PLAN

- Include plans for collection and disposal of materials during and after event - number and location of garbage/recycling containers and dumpsters; number/schedule of volunteers/staff assigned to collection and clean-up.
- If City containers are not used, please provide the name and contact information of the collection agency providing equipment and service for the event.
- Event organizers are responsible for emptying City garbage/recycling containers within the event perimeter.
- Any group that leaves an area in a condition that requires special clean-up by City crews will be charged the full cost of clean-up.
- If you need assistance with your clean-up and recycling plan, please contact the [City of Madison's Recycling Office](#), via [email](#) or at (608) 267-2626.

Provide Detailed Trash/Recycling/Clean-Up Plans:

STATE STREET MALL SIGNATURE PETITION

Groups or individuals requesting the use of the State Street Mall for an event with amplification during regular business hours, Monday-Friday, 8:00 a.m. - 5:00 p.m., are responsible for notifying the agencies surrounding the area of their activities. The agencies listed below prefer e-mail notification. **You, the Event Organizer, must provide the agencies with the application information (e.g., date, time, activities) for your event and get a signature (electronic signatures are acceptable) from each of the listed agencies.** Return the petition with your completed Street Use Permit Application. If you have questions about the process, call (608) 266-6033.

is submitting a Street Use Permit Application to have an event with amplification at the State Street Mall

on _____, from _____ to _____.

University Bookstore

711 State Street
Madison, WI 53706
(608) 257-3784
Pat McGowan, President
pmcgowan@uwbookstore.com

Pres House Student Center

731 State Street
Madison, WI 53706
(608) 257-1030
Brandon Donkersgoed, Administrator
brandon@preshouse.org

SIGNATURE

SIGNATURE

St. Paul's University Catholic Center

723 State Street
Madison, WI 53706
(608) 258-3140
Tom Coffey
tcoffey@stpaulscc.org

UW-Madison Memorial Library

728 State St., Room 224A
Madison, WI 53706
(608) 262-6526
James (JJ) Johnson
jjohnson@library.wisc.edu

SIGNATURE

SIGNATURE

State Historical Society

816 State Street
Madison, WI 53706
(608) 264-6440
Bob Thomasguard, Assoc. Dir.
Margaret C. Maly (contact person)
mcmaly@whs.wisc.edu

The University Club

803 State St.
Madison, WI 53706
(608) 262-5023
Justin Duris
jduris@secfac.wisc.edu

SIGNATURE

SIGNATURE

STREET EVENT MARKETING INFORMATION

Conditional approval of the event is required **BEFORE** promoting, marketing or advertising the event.

Do you have marketing information?

Yes No

If Yes, please continue. If No, skip this form.

How will this event be marketed, promoted, or advertised?

Will there be live media coverage during the event and where will the media vehicles be parked?

PARKS DIVISION CALENDAR OF EVENTS

If you want your event to be listed on City website calendars, please complete the Marketing Information form. Your event will only be included on the calendars if all permits and applications are approved 30 days in advance and your event is open to the public. If this form is not completed, the event will not be included on the calendars.

Official Name of Event: _____

Location: _____

Public Contact Phone: _____

Website: _____

Admission Cost: _____

Date of Event: _____

Beginning/End Time of Event: _____

Two sentence description of event (for internet calendar):

STREET EVENT VENDING LICENSE APPLICATION

- 1-25 Vendors\$400.00
- 26-100 Vendors\$675.00
- 101-300 Vendors\$975.00
- 301 or more Vendors\$1,700.00

EVENT INFORMATION

Name of Event: _____

Event Organizer/Sponsor: _____

Address: _____

City/State/Zip: _____

Date(s) of Event: _____ Rain Date(s): _____

Primary Contact: _____

E-mail: _____

Work Phone: _____ Phone During Event: _____

Vendor Name	WI State Seller's Permit #
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	
15.	
16.	
17.	
18.	
19.	
20.	
21.	
22.	
23.	
24.	
25.	

STREET EVENT BEER/WINE SALES PERMIT APPLICATION

Permit fee is \$700.00.

Do you plan on selling beer/wine?

Yes No

If Yes, please continue. If No, skip this form.

EVENT ORGANIZER INFORMATION

Name of Group: _____

Contact Person: _____

Address: _____

Work Phone: _____ Phone During Event: _____

Today's Date: _____

BEER SALES PERMIT INFORMATION

Any Temporary Class "B" Retailers License application that is in conjunction with a Street Use Permit, must be submitted at least 60 days before the event date and be approved by the Alcohol License Review Committee and the Common Council. See Madison General Ordinance Sec. 38.05(9)(e)2.

Name of the Licensed Bartender: _____

Security Company: _____

Have you applied for the Temporary Class "B" Retailers License (from the City Clerk's Office)?

Yes No

Indicate Application Date: _____

Have you submitted the Certificate of Insurance with a liquor liability naming the City of Madison as Additional Insured?

Yes No

Indicate Application Date: _____

STREET USE PERMIT APPLICATION

EVENT INFORMATION

Name of Event: _____

Event Organizer/Sponsor: _____

Is Organizer/Sponsor a 501(c)3 non-profit agency? Yes No

MANDATORY: State Sales Tax Exemption Number: ES#: _____

OPTIONAL: Federal Tax Exempt Number: _____

Address: _____

City/State/Zip: _____

Primary Contact: _____ Work Phone: _____

Email: _____ Phone During Event: _____

Website: _____ FAX: _____

Secondary Contact: _____ Work Phone: _____

Email: _____ Phone During Event: _____

Annual Event? Yes No

Charitable Event? Yes No

If Yes, Name of charity to receive donations: _____

Estimated Attendance: _____ (CERTIFICATE OF INSURANCE MAY BE REQUIRED)

Public Amplification? (not allowed after 11 p.m.): Yes No

Hours: _____ to _____

EVENT CATEGORY

Run/Walk Music/Concert Festival Rally Parking (i.e., bagging meters)

Other: _____

LOCATION REQUESTED

Capitol Square (note specific blocks below) State St. Mall/800 State Street

30 on the Square (aka top of 100 block of State Street) Other (specific blocks/streets requested below)

Street Names and Block Numbers: _____

EVENT DATE(S)/SCHEDULE

Date(s) of Event: _____ Event Start and End Times: _____

Rain Date (if any): _____ Set-Up Start Time: _____

Take-Down Start Time and End Times: _____

TAKE-DOWN TIME: START TO STREETS REOPENED

Will sponsor apply for temporary class B license to serve or sell beer/wine for this event? Yes No

If class B license is denied, will the event(s) occur? Yes No

_____ By initialing, I/we waive the 21-day decision requirement.

APPLICATION SIGNATURE

BY SIGNING THIS APPLICATION, THE "EVENT ORGANIZER/SPONSOR" LISTED ABOVE AGREES TO INDEMNIFY, DEFEND, AND HOLD THE CITY AND ITS OFFICERS, OFFICIALS, EMPLOYEES AND AGENTS HARMLESS AGAINST ALL CLAIMS, LIABILITY, LOSS, DAMAGE, OR EXPENSE INCURRED BY THE CITY ON ACCOUNT OF ANY INJURY TO OR DEATH OF ANY PERSON OR ANY DAMAGE TO PROPERTY CAUSED BY OR RESULTING FROM THE ACTIVITIES FOR WHICH THE PERMIT IS GRANTED.

Applicant Signature _____ Date _____